

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Deputy City Recorder
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| <u>Revision Date:</u> | 09/2018 |
| <u>EEO Category:</u> | Admin Support |
| <u>Status:</u> | Non-exempt |
| <u>Control No:</u> | 30369 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Recorder, assists in preparing, maintaining and attesting to official City records. Also under the supervision of the City Recorder, coordinates passport acceptance services for Sandy City Hall and acts as a passport agent. Assists visitors and employees by helping to coordinate central City services including legal publications, municipal elections, contract review process, copy center, mail service and document imaging.

III. Essential Duties:

- ✧ Submits legal notices, notices of public hearings and other required notices to the newspaper, the State website, the City website and other entities to ensure legal obligations are met. Submits other communication items to appropriate media outlets.
- ✧ Performs a variety of clerical duties utilizing knowledge of City policy, computer programs, office systems, operational procedures, specialized office equipment and filing systems. Participates in information and document search and dissemination. Types correspondence and completes projects for the Recorder's Office. May be required to prepare specialized reports.
- ✧ Acts as the primary passport acceptance agent and coordinates passport acceptance services, including responding to questions about passport processing, delivering passport applications to the post office, and tracking passport applications processed at Sandy City Hall.
- ✧ Keeps informed of changes to the passport acceptance process and shares updates with other passport agents.
- ✧ Meet certified cashiering standards through City Treasurer
- ✧ Assists in facilitating the contract approval process.
- ✧ Assists in the preparation and coordination of regular and special elections by providing information to City departments, Salt Lake County Elections, candidates and the voting public. Trains and serves as a poll worker when necessary.
- ✧ Receives, answers and directs inquiries from the public regarding Recorder's Office policies and procedures.
- ✧ Communicates official City procedures, processes, etc., regarding contracts, bonds or similar documents to City employees and/or the general public.
- ✧ Responsible for scanning and indexing documents into imaging system.
- ✧ Maintains and updates insurance certificates for ongoing contracts and projects.
- ✧ Acts as a Notary Public for City business.
- ✧ Acts as the City Recorder in his/her absence.

IV. Marginal Duties:

- ✧ Assists in the preparation of the annual division budget as well as office policies and procedures.
- ✧ May be called upon to assist the Risk Manager with special projects and assignments.
- ✧ Performs other duties as assigned.

V. Qualifications:

Education: Requires one year clerical or business training.

Experience: Requires two years of related experience; may substitute year for year any equivalent combination of related education and experience. Records Management experience preferred.

Certificates/Licenses: Requires a valid Utah Driver's License. Must possess Notary Public certification within six months of hire. Must pass and be certified as a passport agent within two months of hire.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: City, County and State statutes governing privacy, legal publications and hearing notices; correct methods of records retention and management; public notice requirements; municipal elections; correct use of the English language, good writing, spelling, grammar and communication skills; computer programs including Access, PowerPoint, Excel and Word Perfect; computer software and equipment; general office practices and procedures.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition and use of materials, equipment, money and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data.

Tool, Machine, Equipment Operation: Type 50 wpm; regular use of a computer, printer, copier, scanner and telephone system; occasional use of reader/printer, and shredder.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; attention to detail.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch. Job requires frequent lifting and moving of boxes of records and shelving units and general maintenance of records vault area; frequent climbing of ladder in vault to access records on upper shelves; use of the reader/printer may cause eye strain and fatigue.

Work Environment: Employee will work in a generally comfortable office setting. Great mental effort is required daily; at election time phone calls are constant as is the media attention and pressure; office can be very congested and noisy, overtime is required during election period; work is routine, requires only occasional supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____